



**CONNECTICUT AIR NATIONAL GUARD
HUMAN RESOURCE OFFICE**

375 Smith Street
Middletown, CT 06457



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #21-039

OPEN DATE: 28 September 2021

EXPIRATION DATE: 28 October 2021

Open To: Nationwide

Number of Positions: 1
Position Title: Contracting Craftsman
Unit/Duty Location: 103d MSG, Camp Hartell, Windsor Locks, CT 06096
Min/Max Grade Authorized: SRA/E4 – MSGT/E7
Duty AFSC: 6C0X1
Security Clearance: SECRET

HRO Remote: Ms. Selva Cabrera (860) 292-2573 DSN 220-2573, Email: selva.cabrera.1@us.af.mil

Job Summary: The primary purpose of this position is to provide sound business advice in the execution of pre-award and post-award functions, using a wide range of common contracting methods and contract types, to assist in the procurement of standard or specialized services, commodities, and/or construction within an operational contracting office.

The major duties include, but are not limited to:

- Plans the overall approach to meet contracting program objectives for procuring a wide variety of requirements. Performs market research/analysis to determine availability of the requirement; analyzes market trends, commercial practices, conditions and technological advances and determines the sources to be solicited.
- Determines appropriate method of procurement using a wide range of contracting methods and contract types. Selects appropriate contracting approaches, techniques, and procedures to solve a variety of acquisition problems. Analyzes contracting issues and recommends best course of action.
- Procures a wide variety of services, commodities, and/or construction. Applies all statutory requirements including regulations, policies, procedures, business and industry practices, market trends, Government Accountability Office (GAO) and Comptroller General Decisions, public law, case law, and precedents to all acquisitions.
- Contracts assigned may contain a variety of unique attributes such as special handling provisions or other specialized terms and conditions, unfavorable market conditions, and limited competition or sole source requirements. Ensures the price schedule is properly structured, prepares the solicitation, determines sources to be solicited, issues solicitations and amendments, and determines the acceptability of offers based on an analysis of financial and technical information gained.
- Obtains and reviews subcontracting plans as required. Executes post-award contract performance management actions on assigned contracts. Monitors and evaluates contractor performance for compliance with terms and conditions of contracts and ensures timely submission of technical progress reports and performance metrics.
- Makes field site visits to detect and/or correct labor standards violations, takes appropriate action to expedite delivery or performance when required by mission changes, monitors the contractors' use of government-furnished property inventories, and issues change orders as necessary. Provides business advice and guidance to technical personnel and others on contracting work and prepares correspondence.

MINIMUM QUALIFICATION REQUIREMENTS

1. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Assessment score are ineligible for entry into the AGR program.
2. Air National Guard members must meet the physical qualifications outlined in AFI 48-123 prior to entry on AGR duty.
3. An applicant on a medical profile may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour.
4. Applicants who do not hold the duty AFSC for the advertised position must meet minimum ASVAB requirements.
5. Must meet any Special Requirements as specified in the Position Description.
6. Failure to obtain and maintain a SECRET or TOP SECRET (if applicable) security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. IAW ANGI 36-101, paragraph 5.3., to accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade for the AGR position. Overgrade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an overgrade status.
9. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
10. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
11. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.
12. IAW ANGI 36-101, paragraph 4.1.6.3., Applicants for E-8 positions must have completed the Senior Noncommissioned Officer Academy to apply for the AGR position.
13. Entry/retention requirements for AFS are outlined in the AFECD/AFOCD.

Length of Tour: Initial AGR tour orders are probationary. The probationary period will not exceed three years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

APPLICATION REQUIREMENTS

1. One signed original NGB Form 34-1 dtd 20131111 (Application for Active Guard/Reserve Position). Add primary email address in “Current Home Address Line”.
2. Current Report of Individual Personnel (RIP): with minimum Secret Clearance. If secret clearance is expired (may not be older than 10 years from closing date) you must obtain security memo from the Wing security manager.
3. Passing report of individual Fitness results from the Air Force Fitness Management System (AFFMS) (not more than 12 months old from closing of advertisement).
4. AF Form 422 Notification of AF Member’s Qualification Status (not more than 12 months old).
5. Statement of all active service performed. Any of the following documents may be used: NGB Form 23 or 23b, DD Form 214’s, or DD Form 1506 (Statement of Service).
6. Copy of State Civilian Driver’s License
7. Certificates of Training applicable to advertised position.
8. Overgrade Letter of Understanding (If applicable)
9. Professional resume including duty history

APPLICATION PACKAGE:

Please ensure the package is in one single PDF and in the order of requirements above. Applications are being accepted for Active Guard/Reserve (AGR) tour/duty under Title 32, Section 502f, United States Code. **All MVA questions should be directed to POCs below.**

APPLICATIONS MUST BE SENT VIA EMAIL TO THE INDIVIDUALS BELOW.

Connecticut Air National Guard
103d Force Support Squadron
HRO Remote
161 Rainbow Road, Bldg 2
East Granby, CT 06026
860-292-2573 or 860-613-7616
selva.cabrera.1@us.af.mil and josue.cintron@us.af.mil